

ARRANGEMENTS – DIWALI GIFTS DISTRIBUTION AND CELEBRATIONS - 2021

Diwali is a time we thank each other for all the good times and wish each other a lot of progress and happiness....

For **DIWALI**, at Chitkara University, each and every employee is given a gift , filled with love from the CHITKARA family!!

This calls for some work at the background.

- The list of gifts to be distributed (with head count) is prepared and provided to Administration.
- The gifts are sent to Administration .

TASK of ADMINISTRATION –

Ensure that the gifts reach each and every employee /stakeholder listed...reconcile ..,

Venue readiness of Office of Pro Chancellor for the Diwali celebrations with the heads/Deans/Directors..,

Collect as many pictures as possible to make the album **as memorable as possible !!**



Gifts are received at the campus, accounted for and stored. This is a task done along with the Central Stores department .



Diwali Wishes Stickers being pasted on each gift...



Gifts are stacked neatly, safe from any damages...

Based on the list received , these gifts need to be distributed to the various colleges/departments/schools/offices etc.

Hence these are first made into lots as per the list and then sent to each location with the necessary handover /takeover formalities.



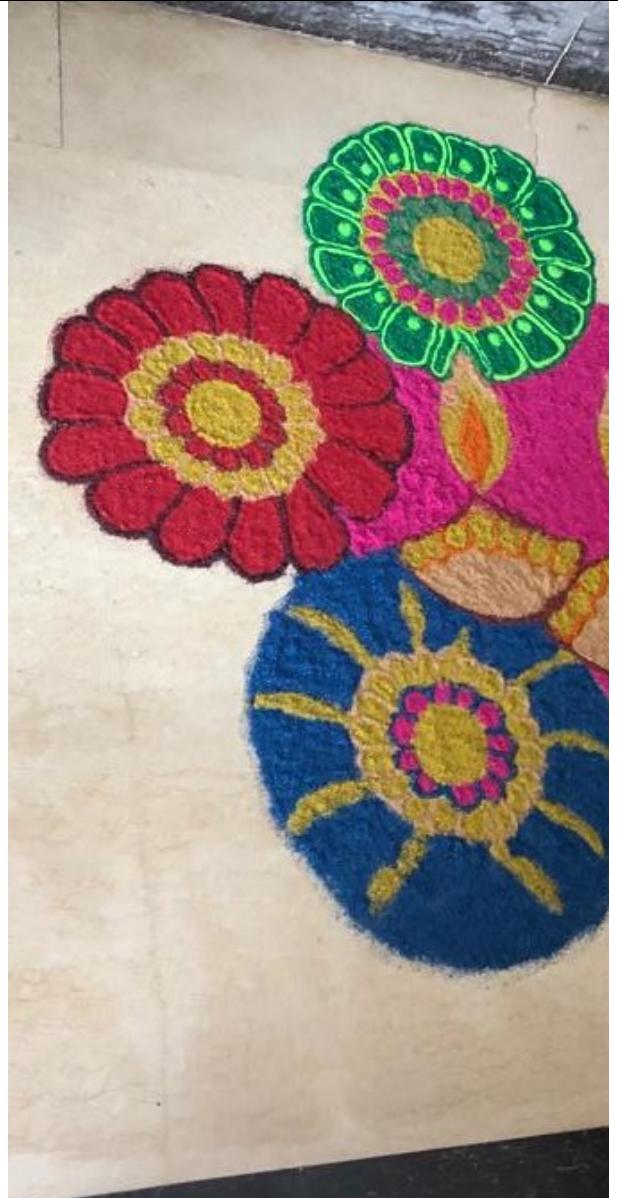


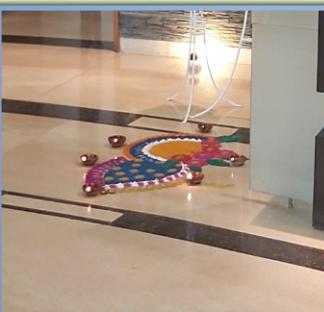


The gifts are then distributed to the staff/employees as per the list by the concerned heads.



Hon'ble Pro Chancellor distributes the gifts personally to each and every Head/ Dean /Director over a small celebration at her office. The venue is decorated for the occasion by Administration





On the day of Diwali, diyas are lit at the Saraswati Mata altar

